

# WINNECONNE PARKS FACILITIES USE PERMIT

Type of Event: \_\_\_\_\_

Person in Charge/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Reservation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of Week: \_\_\_\_\_

Est. Attendance: \_\_\_\_\_ Est. Arrival Time: \_\_\_\_\_

## Lake Winneconne

☐ Small Shelter

☐ Large Shelter

☐ Barn

☐ Gazebo

## Waterfront Park

☐ Pavillon

## Marble Park

☐ Small Shelter

☐ Large Shelter

## RESPONSIBILITIES OF THE PERSON IN CHARGE/CONTACT PERSON:

- A. The individual designated as the Person in Charge in this Use Permit must be at least 18 years or older in order to reserve a facility. Throughout the event, the Person in Charge is held responsible for the preservation of order, noise control, shelter clean-up and any damage that has occurred.
- B. Keys are required to access the shelters. **Key pick-up required.** Keys must be picked up at the Village Office prior to the Event by the person in charge/contact person listed above. **Access to the shelter is allowed on the Reservation Date only.** Please see item 2 on the Terms of Reservation sheet.
- C. Use of the Village Park shelters is subject to municipal ordinances and can be terminated at the discretion of the Village Police Department if any term of the Use Permit is violated or when public safety is threatened.
- D. The Village Parks Use Permit is recognized as proof of reservation. While occupying the shelter, the Person in Charge is to have this Use Permit in their possession.
- E. I acknowledge that I have received and read the Terms of Reservation.

\_\_\_\_\_  
Signature

## OFFICE USE ONLY

Today's Date \_\_\_\_\_

Received by: \_\_\_\_\_

FEE \$ \_\_\_\_\_

☐ Cash ☐ Check# \_\_\_\_\_